

## ATTACHMENT C: Sample Job Questionnaire

## Job Questionnaire

Subject Matter Expert Information	
Name of Interviewee	Department
Current Civil Service Classification	Division/Work Unit
Working Title <i>(if different)</i>	Work Location
Telephone Number	Immediate Supervisor's Name and Classification
Length of Time in Current Classification	<input type="checkbox"/> Incumbent <input type="checkbox"/> Supervisor

The purpose of this questionnaire is to identify the tasks of the *(name of classification)* classification as used by Department XYZ and the knowledge, skills, and abilities (KSAs) that are required for successful job performance within the *(name of classification)* classification. This information is necessary to ensure that examination processes for *(name of classification)* are job-related and comply with recognized legal and professional standards.

Information about the specific tasks of the job and the KSAs required to perform these tasks is being collected from individuals, such as yourself, who are very familiar with the *(name of classification)* classification. Please take the time to provide thorough, well-thought-out responses to each item in the questionnaire.

If you have any questions regarding the completion of this questionnaire, please contact *(name)* at *(phone number)*.

**Thank you for taking the time to complete this questionnaire!**

**Responsibility Statements:**

Most jobs have three to five major areas of responsibility assigned to them. For example, the major areas of responsibility for a Staff Services Analyst may include program evaluation and planning; systems and procedures development; budget planning and analysis; and/or report preparation.

Please summarize the top three to five major areas of responsibility assigned to your position.

Major Area of Responsibility	
<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>D</b>	
<b>E</b>	

**Task Statements:**

Describe the specific tasks performed within each major area of responsibility listed on page 2 of this questionnaire. For example, a specific task listed under program evaluation and planning may be: *Plan comprehensive projects involving multiple steps to be completed over a significant amount of time (e.g., planning a validation study, planning a conference).*

In describing the tasks performed, please be sure to (1) **describe** only the work performed by the *(name of classification)* classification, (2) **explain** words which can have broad meaning such as manage and evaluate, and (3) **define** all abbreviations, jargon, and acronyms.

**Responsibility A:****Task 1****Task 2****Task 3****Task 4****Task 5**

**Responsibility B:**

**Task 1**

**Task 2**

**Task 3**

**Task 4**

**Task 5**

**Responsibility C:**

**Task 1**

**Task 2**

**Task 3**

**Task 4**

**Task 5**

**Responsibility D:**

**Task 1**

**Task 2**

**Task 3**

**Task 4**

**Task 5**

**Responsibility E:**

**Task 1**

**Task 2**

**Task 3**

**Task 4**

**Task 5**

**Knowledge, Skills, and Abilities:**

Please identify the knowledge, skills, and abilities (KSAs) that are needed to perform the tasks of the *(name of classification)* classification. Be specific about the type and level of the KSAs required.

Knowledge Example: *Knowledge of basis statistics (e.g., mean, standard deviation, variance) to calculate and interpret data and conduct statistical analyses.*

Skill Example: *Skill to establish and maintain cooperative relations with a variety of individuals, including departmental employees, personnel from other state agencies/departments, consultants, vendors, and/or the public.*

Ability Example: *Ability to communicate verbally in stressful situations, such as when dealing with angry or hostile individuals or under emergency conditions.*

Knowledge of:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

	<b>Skill to:</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Ability to:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



**Physical Characteristics:**

Please identify any specific physical characteristics required to perform the tasks of the *(name of classification)* job. For example, a physical characteristic for a Janitor job may be: *Ability to lift boxes of supplies weighing up to 25 pounds.*

Physical Characteristics:	
1.	
2.	
3.	

**License, Registration, and/or Certification Requirements:**

The current class specification for *(name of classification)* identifies the following license, registration, and/or certification requirements. Please indicate which of these are **required** in your position and list any additional license, registration, and/or certification requirements.

License/Registration/Certificate	
<input type="checkbox"/>	(License/Registration/Certificate #1 from class specification)
<input type="checkbox"/>	(License/Registration/Certificate #2 from class specification)
<input type="checkbox"/>	(License/Registration/Certificate #3 from class specification)
<input type="checkbox"/>	(License/Registration/Certificate #4 from class specification)
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

**Additional Comments:**

---

---

---

---

---

---

---

---

---

---

---